



Seattle Parks and Recreation
South Lake Union Complex
860 Terry Avenue North, Seattle, WA 98109-4330
Phone: 206-684 7331 Fax: 206-684-4853
www.cityofseattle.net/parks/reservations/slu.htm

APPLICATION FOR RENTAL

Name of Organization: _____ Date of Event: _____

Type of Event: _____ Estimated Attendance: _____

Room(s) / Area(s) Requested: _____ Parking needs: _____

Set-up Time: _____ Time Guests Arrive: _____ Time Guests Leave: _____ Clean-up Time: _____

Type of Organization: Govt Agency/School _____ Non-profit _____ Private Individual _____ Business _____

Brief description of event's main activities: _____

Contact Person: _____

Address: _____

Phone: (day) _____ (eve) _____ Email address: - _____

Food? Y N If yes: Full Meal? Y N Hors D'oeuvres only? Y N Caterer? Y N

Banquet seating? Y N Reception/buffet? Y N Alcohol? Y N Alcohol for sale? Y N (License required)

Proof of insurance attached: _____ Will purchase City provided insurance _____ (See Attachment "A")

Admission Fee (if any): _____ Donations to be solicited? Y N

Items for Sale? Y N Describe: _____

Will you have entertainment? (Restrictions may apply) Y N Describe: _____

Will you be posting banners outside the building? (\$100/day commercial banner fee) _____

Printed Name

Title

Signature _____ Phone (day): _____ (eve) _____

Address: _____

Phone: 206-684-7331

Fax 206-684-4853